

KDE DATA ENTRY STANDARDS

SCHOOL BUS DRIVER DATA

2012-13

Kentucky Department of Education

Student Tracking and Transportation Branch



KDE Contacts

Driver Data Support

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KDE Data Entry Standards**Purpose**

The purpose of the Data Entry Standards document is to give driver trainers a set of guidelines for entering data into Driver Data program. This document lists the data elements with screen shots and instructions. The data in this report is required by the Kentucky Department of Education from all districts on their current certified school bus drivers.

The Kentucky Department of Education, Student Tracking and Transportation Branch (STTB), Pupil Transportation Section is responsible for preparing and maintaining this document. Please submit your comments or questions about this document to Monica.Napier@education.ky.gov or by calling (502) 564-4403, ext. 4436.

Documentation for Driver Database

In the past, reports have been submitted on paper to KDE. KDE no longer accepts paper copies of these reports. They must now be submitted through the Electronic Driver Database.

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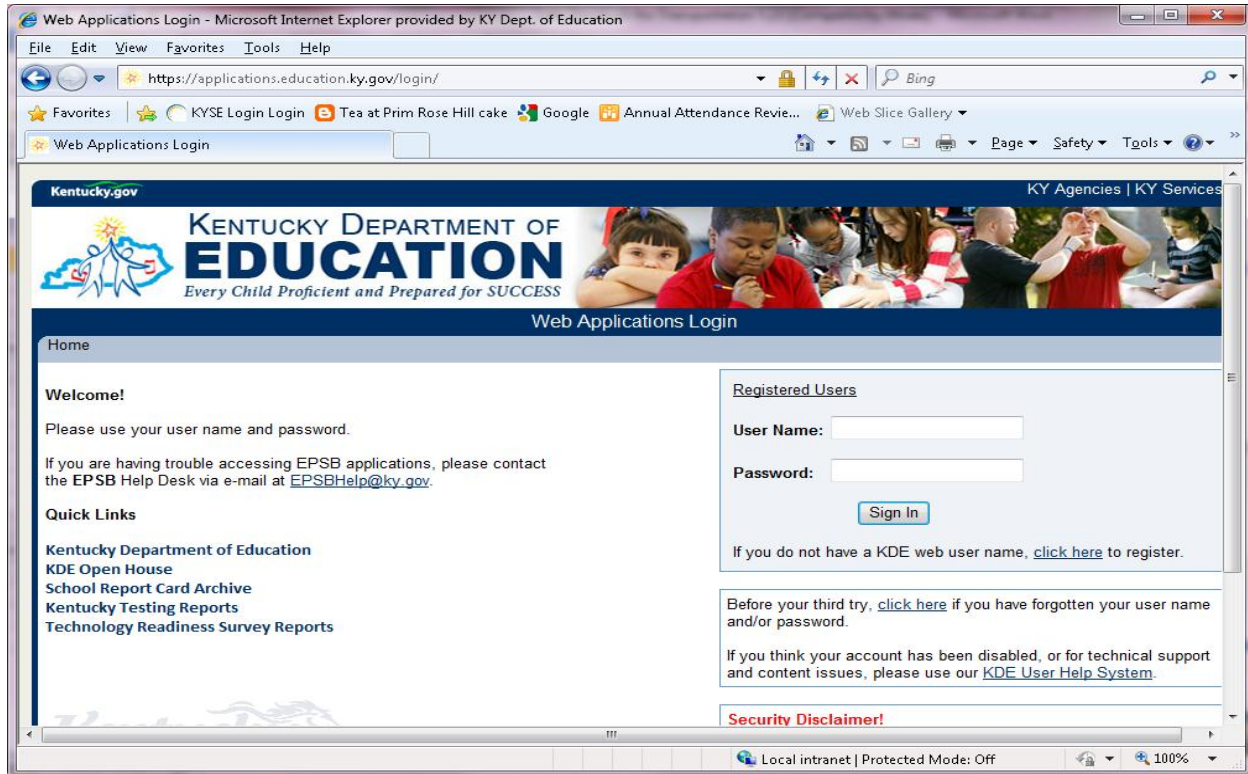
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Web Applications Login Screen

Registration for New Users or Users needing to retrieve their Log on information:

Path: <http://education.ky.gov/districts/trans/Pages/Reporting.aspx>

Login Screen



**If you have not used the Driver Database before, you will need to contact one of the (2) two people listed below (after contacting your WAPOC) to have your log on information verified and added to the KDE Web Applications web page.

John Wyatt 502-564-4403, ext. 4421

Monica Napier 502-564-4403, ext. 4436

**If you have failed to recover your forgotten user id or password after 3 attempts, the system will lock you out and you will need to contact the KDE Help Desk at (866) 538-7435 and request assistance with resetting your password.

Kentucky School Bus Driver Database

https://odss.education.ky.gov/PupilTransportation_client/Login.aspx

The screenshot shows a Microsoft Internet Explorer window titled "Untitled Page - Microsoft Internet Explorer provided by KY Dept. of Education". The address bar displays the URL https://odss.education.ky.gov/PupilTransportation_client/Login.aspx. The page features a blue header with the "Kentucky.gov" logo and links for "KY Agencies", "KY Services", and "Search". Below the header is a banner image of a yellow school bus with the text "Pupil Transportation". The main content area contains a login form with the following text: "Please enter your user name and password to access a web based form. If you need assistance obtaining a user name or password, please contact your district's web administrator." The form includes two input fields labeled "User Name:" and "Password:", and a "Submit" button. At the bottom of the page, there is a footer with links for "Contact Us" and "Copyright © 2012 Commonwealth of Kentucky". The status bar at the bottom of the browser window indicates "Local intranet | Protected Mode: Off" and a zoom level of "100%".

If you forget your user name or password you may *retrieve your user information at the following link*:

Path: <http://education.ky.gov/districts/trans/Pages/Reporting.aspx>

****If you have failed to recover your forgotten user id or password after 3 attempts, the system will lock you out and you will need to contact the KDE Help Desk at (866) 538-7435 and request assistance with resetting your password.**

ADD A NEW BUS DRIVER

This screen is used to add a new driver to the Driver Database.

Please input the appropriate Data field and then click on 'Submit' when you are finished. For Help, please read the [Instructions](#).

*District:
 *License State:
 *License Number:
 *License Expiration Date:
 *Birth Date:
 *Last Name:
 Suffix:
 *First Name:
 Middle Name:
 *Social Security Number:
 *Certification Date:
 Medical Exam Date:
 Medical Expiration Date:

Description of Data Field

Data field: District

District(s) you are under contract with as a driver/trainer

Data field: License State

The name of the State that issued the CDL to the school bus driver

Data field: License Number

Drivers CDL number should appear **exactly** as it is on the license issued to the school bus driver with no hyphens
 Example: S9429429 **not** S94-29-429

Data field: License Expiration Date

Drivers CDL expiration date should appear **exactly** as it is on the license issued to the school bus driver. Data should be entered as mm/dd/year. Example: 01/01/0000

Data field: Birth Date

Driver's date of birth should appear **exactly** as it appears on the CDL issued to the school bus driver. No hyphens should be entered

Data field: Last Name

Driver's last name should appear **exactly** as it appears on the CDL issued to the school bus driver. If there is punctuation on the name on the CDL, (i.e. O'Quinn) please also put that punctuation in the driver database. Do not put suffix's (i.e. Jr., Sr.,) in the last name data holder

Data field: Suffix

Driver's suffix (if they have one listed on their CDL) should appear **exactly** as it appears on the CDL issued by KYTC to the bus driver. If there is punctuation on the name on the CDL, (i.e. Jr., II) please also put that punctuation in the driver database to exactly match the CDL records.

Data field: First Name

Driver's first name should appear **exactly** as it appears on the CDL issued to the bus driver. .

Data field: Middle Name

Driver's middle name should appear **exactly** as it appears on the CDL issued to the bus driver. This field is for a middle name **only**. If there is only a middle initial for the middle name on the CDL enter the initial exactly, if there is an entire name, enter the entire middle name into the database.

*Data field: Social Security Number

The bus driver's social security number should appear **exactly** as it is on the license issued to the school bus driver. **No hyphens** or spaces appear in the number Example: Use 000000000 **not** 000-00-000

*Data field: Certification Date

Date bus driver was certified, data should be entered as mm/dd/yyyy.

Data field: Medical Exam Date

Date the required yearly medical exam was performed. Data should be entered as mm/dd/yyyy, Example: 01/01/0000

Medical Expiration Date

Date yearly medical exam. ***This date cannot exceed 1 year from the date of the medical exam***

Data field: Submit

Submit option is used to enter data into the database once you have verified the information you are updating is correct. The changes are not saved until you click on **Submit**.

Data field: Cancel

Cancel option is used to change/cancel data that is incorrect or that you do not wish to submit as a change to the database **Cancel** *will also back you out to the main menu of the program where you can exit the Driver Database or select other program functions.*

UPDATE AN EXISTING BUS DRIVER

Step 1: This screen is used to update driver information in the driver database

Please input the appropriate data field and then click on 'Submit' when you are finished. For Help, please read the [Instructions](#).

Step 1. *District

Adair County ▼

*License Number

Submit

Cancel

Description of Data field Fields

Data field: District

District(s) you are currently under contract with as a Driver Trainer.

Data field: License Number

Drivers CDL number should appear **exactly** as it is on the license issued by Division of Drivers Licensing to the school bus driver. No hyphens or spaces appear in the number-such as S9429429 **not** S94-29-429.

Data field: Submit

Submit is used to enter data into the database once you have verified the information you are updating is correct. The changes are not saved until you click on **Submit**.

Data field: Cancel

Cancel is used to change/cancel data that is incorrect or that you do not wish to submit as a change to the database **Cancel will also back you out to the main menu of the program.**

Step 2. Please input the appropriate driver data in the data field and then click on 'Submit' when you are finished. For Help, please read the [Instructions](#).

Step 2: Update Driver

*District:	<input type="text" value="KDE"/>
*License State:	<input type="text" value="Kentucky"/>
*License Number:	<input type="text"/>
*License Expiration Date:	<input type="text"/>
*Birth Date:	<input type="text" value="8/21/1957"/>
*Last Name:	<input type="text"/>
Suffix:	<input type="text"/>
*First Name:	<input type="text"/>
Middle Name:	<input type="text" value="G"/>
*Social Security Number:	<input type="text"/>
*Certification Date:	<input type="text" value="10/2/2010"/>
Annual Update:	<input type="text"/>
Medical Exam Date:	<input type="text" value="8/19/2011"/>
Medical Expiration Date:	<input type="text" value="8/18/2012"/>
Termination Date:	<input type="text"/>
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

Description of Data Fields

Data field: District

District(s) you are currently under contract with as a driver / trainer.

Data field: License State

The name of the State that issued the CDL to the school bus Driver.

Data field: License Number

Drivers CDL number should appear **exactly** as it is on the license issued to the school bus driver. No hyphens appear in the number-such as S9429429 **not** S94-29-429.

Data field: License Expiration Date

Drivers CDL expiration date should appear **exactly** as it is on the license issued to the school bus driver. Data should be entered as mm/dd/yyyy - 01/01/0000.

Data field: Birth Date

Driver's date of birth should appear **exactly** as it appears on the CDL issued by Division of Drivers Licensing, to the bus driver.

Data field: Last Name

Driver's last name should appear **exactly** as it appears on the CDL issued by Division of Drivers Licensing, to the bus driver.

Data field: Suffix

Driver's suffix (if they have one listed on their CDL) should appear **exactly** as it appears on the CDL issued by Division of Drivers Licensing, to the bus driver. If there is punctuation on the name on the CDL, (i.e. O'Quinn) please also put that punctuation in the driver database to match exactly Division of Drivers Licensing records.

*Data field: First Name

Driver's first name should appear **exactly** as it appears on the CDL issued to the bus driver. If there is punctuation on the name on the CDL, (i.e. B.J.) please also put that punctuation in the driver database to exactly match the records.

Data field: Middle Name

Driver's middle name should appear **exactly** as it appears on the CDL issued to the bus driver. If there is punctuation on the name on the CDL, (T.J.) please also put that punctuation in the driver database to exactly match the records. This field is for a middle name **only**.

Data field: Social Security Number

Driver's social security number should appear **exactly** as it is on the license issued to the school bus driver. **No hyphens** appear in the number (i.e. 000000000 **not** 000-00-000).

Data field: Certification Date

Date bus driver was certified. Data should be entered as mm/dd/year-01/01/0000 .

Data field: Medical Exam Date

Date the yearly required medical exam was performed. Data should be entered as mm/dd/year-01/01/0000.

Data field: Medical Expiration Date

Date yearly medical exam expires. This date **cannot** be more than 1 year **from the date of the medical exam** performed the prior year

Data field: Submit

Submit is used to enter data into the database once you have verified the information you are updating is correct. The changes are not saved until you click on **Submit**.

Data field: Cancel

Cancel is used to change/cancel data that is incorrect or that you do not wish to submit as a change to the database **Cancel will also back you out to the main menu of the program of the program where you can exit the Driver Database or select other program functions.**

Data field: Update an Existing Driver

**If you attempt to add a driver to the Driver Database and you get an error message that read "driver already exists", this means that the driver has at one time already been added to the Driver Database. You will want to search for that driver by first trying to look them up by using the "terminated license and/or driver report" in the main menu on the left. Once the driver record has been located, use the license number in the existing record information to pull up that driver using "update" for the driver. Once the record opens, remove the termination date and update all the existing information to reflect the current information for the bus driver.

REPORTS

All reports may be pulled from Data field entered into the districts information by the Driver Trainer FOR THAT DISTRICT.

Bus Driver Report Examples

This report is used to record data for School Bus Drivers that have been terminated by a driver trainer OR to record data for current school bus drivers for that district (as entered by the Driver Trainer). KDE recommends this report be generated at regular intervals (monthly) to ensure that bus drivers who have been terminated show termination dates in the records.

A paper copy of the report can be generated by the Driver Trainer for review to ensure that all driver information is current and correct. This field is not **required**, but the KDE recommends completing all fields in the Driver Database each time a bus driver's information is edited and/or updated to maintain the most current data possible on each school bus driver.

EXAMPLE 1

Driver Report: Terminated Driver option that displays ONLY TERMINATED school bus drivers for that district.

Bus Driver Report									
Date Generated: May 24, 2012 2:37:24 PM									
006 Anchorage Independent					Expired Drivers				
Last Name	First Name	MI	License Number	License Expiration	License State	Date of Birth	Certification Date	Annual Update	Termination Date
				11/01/2011	AL	01/01/1980	01/01/1980		10/26/2011
				01/01/2013	KY	01/01/1980	01/01/2012		04/23/2012
				01/01/2013	KY	01/01/1980	01/01/2012		04/23/2012
				04/22/2012	KY	01/01/1980	05/01/2011	06/08/2011	04/23/2012
				01/01/2013	KY	01/01/1980	01/01/2011		04/23/2012
				01/01/2012	AL	01/01/1980	09/01/2010	09/30/2010	04/23/2012
				09/21/2014	KY	08/21/1957	10/02/2010		10/11/2011
Number of Drivers 7									

EXAMPLE 2

Bus Driver Report: Current *Terminated* Driver *NOT SELECTED* allowing the report to display current bus drivers for that District on the report.

Bus Driver Report									
Date Generated: May 24, 2012 2:44:09 PM									
006 Anchorage Independent							Unexpired Drivers		
Last Name	First Name	MI	License Number	License Expiration	License State	Date of Birth	Certification Date	Annual Update	Termination Date
Number of Drivers 0									

EXAMPLE 3

License Report – Used to record current CDL data for drivers

Screen Shot of License Report in Driver Database

Please input the appropriate Data field and then click on 'Submit' when you are finished. For Help, please read the [Instructions](#).

*District:

*License Number:

Description of data fields

Data field: *District

List of the district(s) you are currently under contract with as a Driver Trainer.

Data field: *License Number

Drivers CDL number should appear **exactly** as it is on the license issued by Division of Drivers Licensing, to the school bus driver. No hyphens or spaces appear in the number-such as S9429429 **not** S94-29-429.

Data field: Submit

Submit is used to enter data into the database once you have verified the information you are updating is correct. The changes are not saved until you click on **Submit**.

Data field: Cancel

Cancel is used to change/cancel data that is incorrect or that you do not wish to submit as a change to the database **Cancel will also back you out to the main menu of the program of the program where you can exit the Driver Database or select other program functions.**

EXAMPLE 4

Bus Drivers by License Report - Used to indicate school bus drivers that have an expired License or that will be expiring in the next 60 days

KDE recommends this report be generated and reviewed on a monthly basis to identify bus drivers with CDLs that will need to be renewed. This allows the district sufficient time to meet the requirements for CDL license renewal. This field is not **required**, but the KDE recommends completing all fields in the Driver Database each time a bus driver's information is edited and/or updated to maintain the most current data possible on each school bus driver.

Bus Driver by License Report

Date Generated: May 24, 2012 2:29:53 PM

- - -

Licensed in KY No.

District Number	District Name	Certification Date	Annual Update	Medical Expiration	Termination Date
006	Anchorage Independent	10/02/2010			10/11/2011
Number of County(ies) 2					

EXAMPLE 5

Annual Update Report

Annual Update Report

District:

School Start Date:

Save As:

Description of Data Fields

Data field: District

List of the district(s) you are currently under contract with as a Driver Trainer.

Data field: School Start Date

This official start of the school year as identified by the School Calendar as being the first day of the new school year.

Data field: Save As

Reports that are generated by the database can be saved as various report formats to a certain location of your choice. The following is the available format type selected by clicking on that name; Acrobat (.pdf), Comma Separated Values (.csv), Excel (.xls), XML (.xml), Tagged Image File Format (.tff), HTML 4.0 (.html), and Web Archive (.mhtml).

Data field: Submit

Submit is used to enter data into the database once you have verified the information you are updating is correct. The changes are not saved until you click on **Submit**.

Data field: Clear

Clear is used to clear all data from the fields. It also functions as the cancel button. It is used to remove, erase or cancel data.

EXAMPLE 6

Annual Update Report: This report is used to indicate Drivers that are due for their yearly Annual Updates before the *FIRST DAY OF THE SCHOOL*. KDE and has designed this program, in such a manner, as to inform school districts that 90 days from the start of school that an annual update is needed.

<u>Annual Update Report</u>								
Date Generated: May 24, 2012 2:12:30 PM								
006 Anchorage Independent								
Last Name	First Name	MI	License Number	License State	License Expiration	Certification Date	Annual Update	Days Until Expired
Number of Drivers 0								

EXAMPLE 7

Medical Update Report

<u>Medical Update Report</u>	
District:	<input type="text" value="Adair County"/>
Save As:	<input type="text" value="Acrobat (.pdf)"/>
<input type="button" value="Submit"/>	<input type="button" value="Clear"/>

Description of Data Fields

Data field: District

List of the district(s) you are currently under contract with as a Driver Trainer

Data field: Save as

Reports that are generated by the database can be saved as various report formats to a certain location of your choice. The following is the available format type selected by clicking on that name; Acrobat (.pdf), Comma Separated Values (.csv), Excel (.xls), XML (.xml), Tagged Image File Format (.tff), HTML 4.0 (.html), and Web Archive (.mhtml).

Data field: Submit

Submit is used to enter data into the database once you have verified the information you are updating is correct. The changes are not saved until you click on **Submit**.

Data field: Clear

Clear is used to clear all data from the fields. It also functions as the cancel button. It is used to remove, erase or cancel data.

EXAMPLE 8

Medical Update Report - This report is used to indicate Drivers Medical Data field is expired or will expire in the next 30 days.

KDE recommends this report be generated on a monthly basis to identify bus drivers whose required medical examinations (cards) need to be renewed. This allows the district sufficient time to meet the requirements for CDL license renewal. This field is not **required**, but the KDE recommends completing all fields in the Driver Database each time a bus driver's information is edited and/or updated to maintain the most current data possible on each school bus driver.

30 Day Medical Exam Report

Date Generated: May 24, 2012 1:43:52 PM

006 Anchorage Independent

Last Name	First Name	MI	License Number	License State	Certification Date	Annual Update	Medical Expiration Date	Days Until Expiration
Number of Drivers 0								

Data field: License Expiration Report

License Expiration Report

District:

Save As:

Description of Data Fields

Data field: District

List of the district(s) you are currently under contract with as a Driver Trainer

Data field: Submit:

Reports that are generated by the database can be saved as various report formats to a certain location of your choice. The following is the available format type selected by clicking on that name; Acrobat (.pdf), Comma Separated Values (.csv), Excel (.xls), XML (.xml), Tagged Image File Format (.tff), HTML 4.0 (.html), and Web Archive

Example 9

License Expiration Report

This report is used to indicate driver's licenses that are expired or will expire in the next 30 days. KDE recommends this report be generated on a monthly basis to identify bus drivers whose CDL's will need to be renewed. This allows the district plenty of time to meet the guidelines established by KDE in CDL license renewal. This field is currently not a required field by KDE, but KDE recommends completing (all fields in the Driver Database upon entering or updating a driver's information into the Database and maintaining that data field to the most current data field possible on each bus driver).

License Expiration Report

Date Generated: May 24, 2012 1:35:36 PM

006 Anchorage Independent

Last Name	First Name	MI	License Number	License State	License Expiration	Days Until Expiration	Certification Date	Annual Update
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Number of Drivers 0